

# Cascade County

## Job Vacancy Announcement

<b>Position:</b> Receptionist/YINC Support	<b>Closing Date:</b> October 28, 2011
<b>County Department:</b> Cascade County Attorney	<b>Dept. Admin.:</b> John W. Parker
<b>Type of Position:</b> Full-Time	<b>Salary:</b> \$10.35 per hour Must join Teamsters Union
Applications available at Cascade County Human Resource Department, <a href="http://www.cascadecountymt.gov">www.cascadecountymt.gov</a> or Job Service	
All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

### Description of Position

In accordance with policies and procedures established by the Cascade County Attorney, primarily greets the public in the office and by answering the phone and directing calls to the appropriate party. Is responsible for twice daily “mail-run” duties. Prepares files for new cases; copies and distributes paperwork to support staff and attorneys. Also performs filing and maintains file cabinets in an orderly fashion. Provides information and assistance to the public and other agencies. Performs general data entry and information retrieval from computer databases. Performs related duties as required. Further, provides direct support for the attorneys and staff assigned to Youth In Need of Care (YINC) cases. This support includes but is not limited to opening and closing out YINC files, pulling files, making copies of orders, motions, plea agreements, contacting witnesses, and distributing paperwork to interested parties and agencies. Performs related duties as required.

### Job Requirements

**Knowledge, Skills, and Abilities:** This position requires a combination of knowledge, skills and abilities as more specifically described below:

**Knowledge:** This position requires knowledge of general office practice.

**Equipment Skill:** This position requires use of various office equipment including a multi-line telephone, fax machine, copier, printer, computer, and occasionally a manual typewriter.

**Software Skills:** This position requires experience with word processing (preferably Microsoft Office Word) and

Microsoft Outlook. Knowledge of Excel is beneficial.

**Ability:** This position requires punctuality, regular attendance, the ability to type at least 25 wpm (no errors); frequently lift and transport file boxes weighing approximately 20 lbs. up and/or down a flight of stairs; multiple trips daily to downtown County campus offices; multi-task; be well organized; maintain a professional disposition; focus and concentrate in a stressful environment with heavy workloads and strict timelines; work independently and self-directed; maintain strict confidentiality; communicate effectively orally and in writing; follow verbal and written instructions; possess good interpersonal skills and establish effective working relationships with law enforcement, fellow employees, supervisors and the public; use proper sentence structure, punctuation, grammar and spelling; proof reading; accuracy; and attention to detail.

### EDUCATION AND EXPERIENCE

The foregoing knowledge, skills and abilities are typically acquired through a combination of education and experience. At a minimum, all qualified applicants must have a high school diploma or GED and 1 year general office experience.

**\*\*\*APPLICATION REQUIREMENTS-** A letter of introduction, resume and typing test are required to be submitted with a Cascade County Employment Application to be considered a valid application. Typing test available at Job Service.

*The successful Applicant shall serve a 6 month probationary period, must join the Teamsters Local #2 Union, and may have a criminal background check conducted. The results thereof may disqualify the Applicant from consideration for employment with the County.*

**Notice to Applicants:** Applicants who are claiming Veteran’s or Handicap Preference should provide a DD-214 Discharge Document or DPHHS Handicap Certification with their application for employment so that Cascade County may apply the preference during the selection process.

**Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant’s ability to compete in the recruitment and selection process or an employee’s ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.**

**CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.**